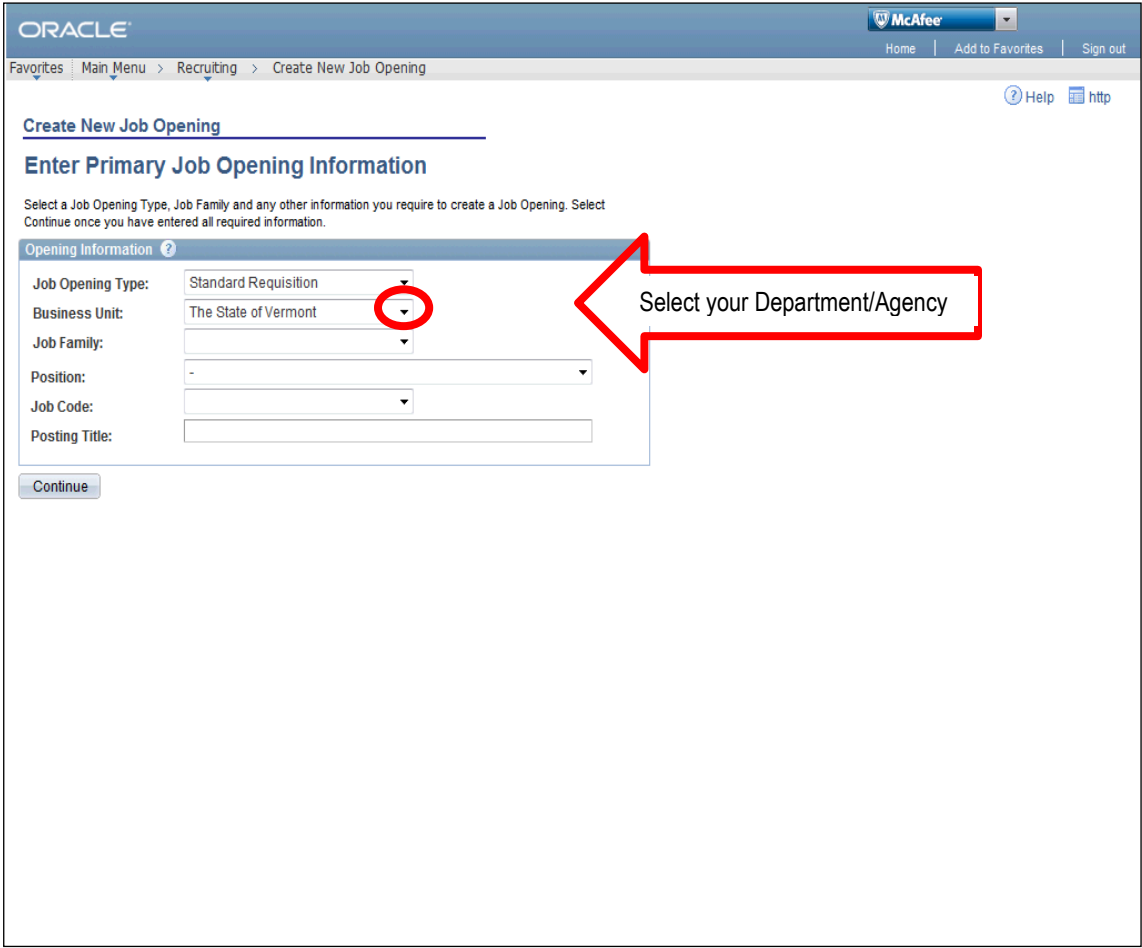
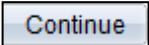
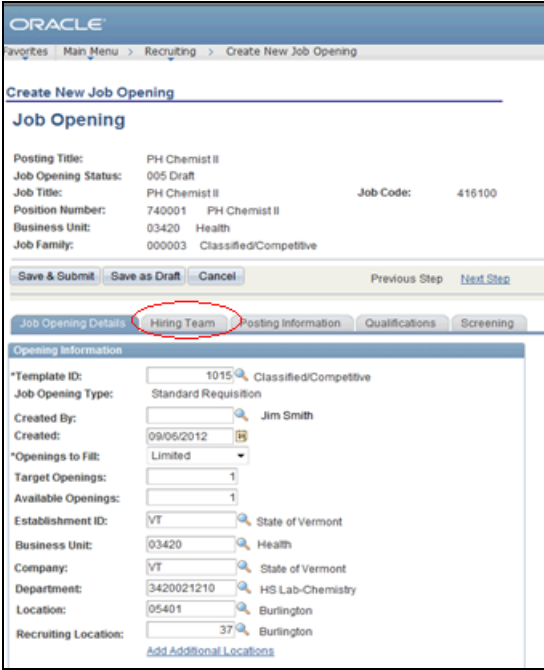
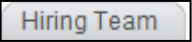
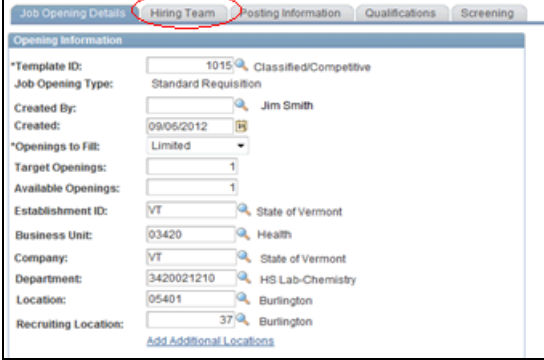

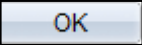
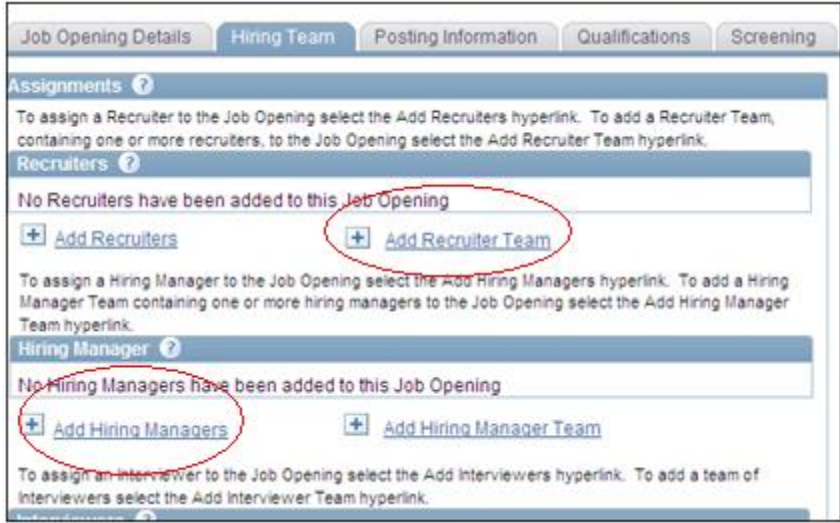
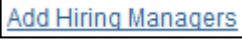


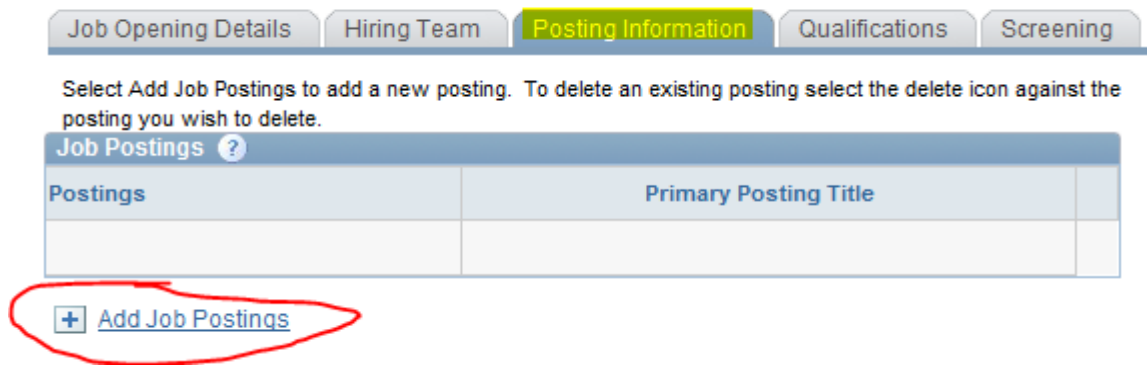
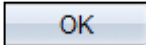
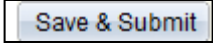
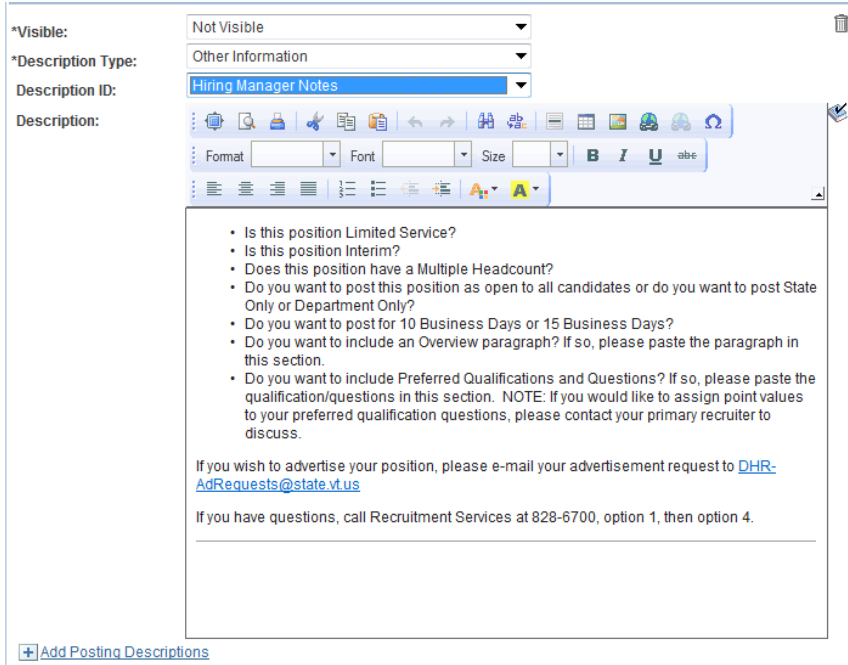


Step	Action	
1.	Begin by navigating to the <b>Create New Job Opening</b> page. Navigation: <i>Main Menu → Recruiting → Create New Job Opening</i>	
2.	The default Job Opening Type is <b>Standard Requisition</b> . Do not change this setting.	
3.	Select your <b>Business Unit</b> (Agency or Department) by clicking on the drop-down arrow.  <b>Verify that this is correct – the Business Unit ensures that the approval process and position information are correct.</b>	
4.	Select your <b>Job Family</b> by clicking on the drop-down arrow. The choices are: <ul style="list-style-type: none"><li>• Classified/Competitive</li><li>• Internship</li><li>• Non-Classified/Exempt</li><li>• Temporary</li><li>• Vermont State Police</li></ul> The Job Family choice determines the template of your job posting.	
5.	Select the <b>Position</b> that will be filled. Verify that both the Title and Position Number are correct.	
6.	The Job Code and Posting Title will populate from the Position information. Do not change unless you and the Recruiter have decided otherwise during Pre-Recruitment Planning.  Click the <b>Continue</b> button. 	



Step	Action	
7.	<p>Review the Job Opening details. Use the vertical scrollbar to view the entire page.</p> <p>If any changes are needed, contact your HR Administrator. Do not submit the Job Opening until you are satisfied that the position information is correct. You can “Save as Draft” while any questions are under review.</p>	
8.	<p>Click the <b>Hiring Team</b> tab.</p> 	
9.	<p>Click the <b>Add Recruiter Team</b> link.</p>   <p>Click the <b>Select</b> option.</p>  <p>Click the <b>OK</b> button.</p>   <p>Select the Primary Recruiter assigned to your Department.</p>	
10.	<p>Click the <b>Add Hiring Managers</b> link.</p> 	
11.	<p>Enter the name of the Hiring Manager or click on the magnifying glass to search. (The name format is first name then last name.)</p> <p>If a proxy is completing the Job Opening, enter the actual Hiring Manager's name here.</p> <p>Also on the Hiring Team tab, add your HR Administrator as an <b>Interested Party</b>.</p>	



Step	Action					
12.	<p>To enter additional information about the job posting, click on the <b>Posting Information</b> tab. Select “<b>Not Visible</b>”, Description Type “<b>Other Information</b>” and Description ID “<b>Hiring Manager Notes</b>”.</p> <p>In the text box include anything Field DHR or Recruitment needs to know, such as posting duration, shift information, limited service, and advertising preferences.</p>	 <p>Select Add Job Postings to add a new posting. To delete an existing posting select the delete icon against the posting you wish to delete.</p> <table><tr><th>Postings</th><th>Primary Posting Title</th></tr><tr><td></td><td></td></tr></table> <p><a href="#">+ Add Job Postings</a></p>	Postings	Primary Posting Title		
Postings	Primary Posting Title					
13.	<p>Click the <b>OK</b> button.</p> 					
14.	<p>Click the <b>Save &amp; Submit</b> button.</p> 					
15.	<p>This concludes the <b>required steps</b> to Create a Job Opening. For additional information, see the Hiring Manager Manual.</p>	 <p>*Visible: Not Visible</p> <p>*Description Type: Other Information</p> <p>Description ID: Hiring Manager Notes</p> <p>Description:</p> <p>Format: Font: Size: B I U abc</p> <ul style="list-style-type: none"><li>Is this position Limited Service?</li><li>Is this position Interim?</li><li>Does this position have a Multiple Headcount?</li><li>Do you want to post this position as open to all candidates or do you want to post State Only or Department Only?</li><li>Do you want to post for 10 Business Days or 15 Business Days?</li><li>Do you want to include an Overview paragraph? If so, please paste the paragraph in this section.</li><li>Do you want to include Preferred Qualifications and Questions? If so, please paste the qualification/questions in this section. NOTE: If you would like to assign point values to your preferred qualification questions, please contact your primary recruiter to discuss.</li></ul> <p>If you wish to advertise your position, please e-mail your advertisement request to <a href="mailto:DHR-AdRequests@state.vt.us">DHR-AdRequests@state.vt.us</a></p> <p>If you have questions, call Recruitment Services at 828-6700, option 1, then option 4.</p> <p><a href="#">+ Add Posting Descriptions</a></p>				